

Programme – Bachelors in Science (Home Science) /Bachelors in Computer Applications

Department of Foundational Courses

Semester III

Ability Enhancement Course (AEC)

Course Title	English for Career Enhancement
Course Credits	2
Course Description	English for Career Enhancement is designed to equip students with the language skills necessary to excel in various professional settings. In today's world, proficiency in English is essential for success in many career paths. This course focuses on enhancing spoken and written English communication skills, specifically focusing on career contexts.
Theory - Practical Internal - External	1 Th - 1 Pr 25 - 25 Marks
Course Outcomes	<ul style="list-style-type: none">● Through regular speaking and writing practice paired with constructive feedback, students will gain confidence in communicating socially and professionally in English.● Students will be able to apply their spoken English skills in real-life situations, such as job interviews, group discussions, debates, presentations, and social interactions, to achieve their personal and professional goals.● Students will develop a continuous improvement mindset, actively seeking opportunities to practice and refine their spoken English skills beyond the classroom setting.
Module 1 (Credit 1)	
Learning Outcomes	<p>After learning the module, learners will be able to -</p> <ul style="list-style-type: none">● Identify the specific purpose of a project report or statement of purpose and tailor their writing to effectively communicate with the intended audience.● Learn to organize information effectively, including outlining, structuring, and formatting reports for readability and coherence.● Develop the skills to revise and edit their project reports and statements of purpose, paying attention to grammar, punctuation, spelling, and overall clarity and coherence.
Content Outline	1. Project/Seminar Reports -

	<ol style="list-style-type: none"> a. Planning & Preparing an Outline b. Structure c. Editing <ol style="list-style-type: none"> 2. Writing Statement of Purpose <ol style="list-style-type: none"> a. Content b. Format c. Editing
Module 2 (Credit 2)	
Learning Outcomes	<p>After learning the module, learners will be able to -</p> <ul style="list-style-type: none"> ● Communicate using spoken English in conversations at the workplace. ● Confidently speak on formal occasions. ● Organize ideas coherently with clarity, conviction, and confidence
Content Outline	<ol style="list-style-type: none"> 1. Business English - Corporate Vocabulary 2. Cohesion & Coherence to Facilitate Interactions & Networking <ul style="list-style-type: none"> - Communication - Active Listening - Social Skills 3. Social & Professional Media Etiquette <ul style="list-style-type: none"> - Do's & Don'ts of Grammar - Authenticity & Engaging Responsibly - Boundaries, Biases, Best Practices

Assignments/Activities towards Continuous Internal Evaluation (CIE) - 50 Marks

Written Assessment - 25 Marks	<ul style="list-style-type: none"> ● Statement of Purpose - 15 Marks ● Project/Seminar Report - 10 Marks
Project/Assignment/Classwork - 25 Marks	<ul style="list-style-type: none"> ● Group Discussion ● Mock Roleplays ● Presentations <p>*Illustrative List</p>

References:

1. Geetha, Nagaraj: English language teaching. [Approaches, methods, techniques] Hyderabad. Orient Longman Ltd., 1996. 81-250-0751-2 Rs.105.00--(428GEE)

2. Hardfield, Charles & Hardfield, Jill: Writing games. Walton-on-Thames. Thomson Nelson and Sons Ltd., 1990. 0-17-555898-1--(428HAR/HAR)
3. Smith, Pauline: Writing an assignment. (5th ed.) Oxford. How To Books, 2002. 1-85703-830-4--(420SMI)
4. Ur, Penny & Wright, Andre (Jt. auth): Five-minute activities. Cambridge. Cambridge University Press, 1996. 0-521-58649-6--(428UR/WRI)
5. Barkar Alan (1993), Business World Special Collector's Issue: Ethics and the Manager Making Meetings Work, Sterling Publications Pvt. Ltd., New Delhi.
6. Ashley A (1992), A Handbook Of Commercial Correspondence, Oxford University Press.
7. Hemphill, P.D., McCormick, D.W., & Hemphill, R.D. (2001). Business communication with writing improvement exercises. Upper Saddle River, NJ: Prentice Hall.
8. Sharma, Nitin(2015), Spoken English: An Effective Guide To Day-To-Day English Conversation. Unicorn Books, India.
9. Carnegie, Dale(2018), The Quick And Easy Way To Effective Speaking.Fingerprint! Publishing, India.